

Chapter 4.4

Emergency training

1. Applicability of this chapter

You are required to follow this chapter if you work at or visit JSC or a JSC field site.

2. Description of Sub-element 4.4

JSC line managers, non-supervisory employees (including contractor employees), and visitors on site shall understand what to do in emergency situations.

3. Fire drills

The emergency you are most likely to encounter at JSC is a fire in your building. Training for fire evacuation includes a yearly fire drill for your building. If you are in the building during a fire alarm, you shall evacuate the building as described in Chapter 3.8. Whether this is a drill or a real alarm, it will count as an evacuation drill. The following requirements apply:

- a. The building's chief fire warden will receive notice stating the date and time of the drill. If the drill cannot be conducted when scheduled, it shall be rescheduled. Fire drills are not normally announced to building occupants in advance.
- b. Floor fire wardens are responsible for all occupants involved in a fire drill and for seeing that drill procedures are followed.
- c. When everyone has evacuated the building and is accounted for, a uniformed Fire Protection Specialist from the Safety and Test Operations Division will declare the drill terminated and notify building occupants that they may return to the building.
- d. Any actual evacuation caused by a fire protection system, whether real or due to a malfunction, will count as an annual drill.

4. Make-up fire drills and fire evacuation training

If you are out of the building during a fire drill, your supervisor shall provide evacuation training, which includes:

- a. A review of the evacuation route and procedures and any lessons learned from the fire drill, plus special considerations if you are physically challenged.
- b. Ensuring that you have exercised an emergency evacuation and are familiar with the designated assembly area.
- c. Make-up fire drills and fire evacuation training that are only required once a year, regardless of how many times the alarm sounds in the building.

5. Other emergency training

Emergency training shall include:

Part 4, Safety and health training

- a. A yearly briefing on the current emergency action plan (Chapter 3.8) for your building or work area as part of an office safety meeting. This briefing shall emphasize employee protective measures for hazards identified in the Emergency Action Plan.
- b. Additional training for certain buildings or work areas that have potential emergencies beyond fire evacuation. If you work in one of these buildings or areas, you shall:
 1. Receive training in emergency procedures for your building or work area.
 2. Participate in emergency drills to reinforce the training at least once a year, or more frequently if required.

6. Visitor training

All visitors shall view the videotape at Building 110 and review the information on the visitor badge card before coming on site. If you are escorting visitors in your work area, you shall inform them of any special emergency procedures and make sure they follow those procedures if an emergency occurs.

7. Responsibilities

Responsibilities for emergency training are as follows:

- a. As a **line manager**, you are responsible for making sure your employees:
 1. Participate in a fire drill or receive fire evacuation training at least once a year. Document the participation or training on JSC Form 2150.
 2. Are aware of other emergencies that could happen in their work areas and the procedures to respond to those emergencies. This may include formal training as necessary.
 3. Participate in any other emergency drills required for their work areas.
- b. The JSC Security Office is responsible for providing safety and health information to visitors via the visitor badge card.
- c. If you escort visitors, you are responsible for making sure the visitors understand what to do in any emergency that could occur in their work areas.

7. Safety and health records

As a line manager, you shall maintain the following organizational-level records to document your emergency training:

- a. JSC Form 2150, "Building Evacuation Accountability Record," to document fire evacuation training or participation in fire drills for your employees at least once each fiscal year.
- b. Records of other required emergency training or emergency drills in your work areas.